

Transmittal Sheet
June 3, 2004

STAFFING

1. REASON FOR ISSUE: To revise the Department of Veterans Affairs (VA) qualification standard that covers the appointment of Vocational Rehabilitation Counselors, GS-101, in VA.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This revision covers two changes to the qualification standard for Vocational Rehabilitation Counselor, GS-101-9/11/12. The pages in this change replace corresponding page numbers in part II, appendix F2, of VA Handbook 5005, dated April 15, 2002. These changes will be incorporated into the electronic version of VA Handbook 5005, Staffing, that is maintained on the [Office of Human Resources Management website](#). Significant changes include:

a. To add a provision that one full-year of direct delivery of vocational rehabilitation services to adults with disabilities in rehabilitation programs, other than those in correctional facilities, may be substituted for the required supervised internship.

b. To provide guidance in crediting education and experience for grade determinations of Vocational Rehabilitation Counselors at the GS-11 grade level.

3. RESPONSIBLE OFFICE: The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.

4. RELATED DIRECTIVES: None.

5. RESCISSIONS: None.

CERTIFIED BY:
SECRETARY

BY DIRECTION OF THE
OF VETERANS AFFAIRS:

/s/Robert N. McFarland
Assistant Secretary for
Information and Technology

/s/William H. Campbell
Assistant Secretary for Management
Office of Human Resources
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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 3118(c) (for VBA) 38 U.S.C. 7402 (for VHA)

VOCATIONAL REHABILITATION COUNSELOR

GS-101-9/11/12

This standard applies to all Vocational Rehabilitation Counselor positions in VA.

DUTIES: Provides a wide range of rehabilitation and personal adjustment counseling and case management services, including coordination of rehabilitation, training, and employment services to disabled veterans. Vocational Rehabilitation Counselors assess data received from medical, psychological and vocational evaluations, and develop individualized rehabilitation plans. In the Veterans Benefits Administration (VBA), they also make eligibility and entitlement determinations.

BASIC REQUIREMENT FOR ALL GRADES: Satisfactory completion in an accredited college or university of all the requirements for a master's degree in rehabilitation counseling, including an internship; **or** a master's degree in counseling psychology or a related field, including at least 30 semester hours of course work in such areas as foundations of rehabilitation counseling, human growth and development, counseling theories and techniques, vocational assessment, career development, job placement, case management, and medical/psycho-social aspects of disability. Total graduate study must have included or been supplemented by a supervised internship. [For master's degree programs without a supervised internship/practicum, substitution is allowed for successful professional experience following completion of the master's degree. Experience suitable for substitution must be one full year in direct delivery of vocational rehabilitation services to adults with disabilities in rehabilitation programs, other than those in correctional facilities. The experience or internship/practicum must have been supervised by a professional in vocational rehabilitation or a closely related professional field that typically has oversight for vocational rehabilitation programs.]

EDUCATION AND EXPERIENCE REQUIREMENTS

GS-9: Must meet the basic requirements.

GS-11: In addition to meeting the basic requirements, one year of professional vocational rehabilitation counseling experience, equivalent to the next lower grade level. **NONQUALIFYING EXPERIENCE:** Vocational rehabilitation experience obtained prior to completion of the requirements for the master's degree is not qualifying.

OR

In addition to meeting the basic requirements, successful completion of 3 full years of progressively higher level graduate education or a Ph.D. or equivalent doctoral degree in rehabilitation counseling or counseling psychology.

[NOTE: *If one year of work experience is credited for determining minimum qualifications, that year cannot also be used for determining grade level. For example, for candidates with two years of*

qualifying work experience, but no internship/practicum, the first year of experience is used to meet the basic requirement and the second year of experience to qualify for GS-11.]

GS-12: In addition to meeting all basic requirements, applicants must have 1 year of professional vocational rehabilitation experience equivalent to the next lower grade level.